**附件3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 武汉市小型微型企业创业创新示范基地区级审核推荐表 | | | | | | | | | | | | | | | | | | | |
| 申报单位名称 | |  | | | | | | | | | 基地名称 | |  | | | | | | |
| 申请单位  联系人 | |  | | | | 联系  电话 | |  | | | 推荐单位联系人 | |  | | 联系电话 |  | | | |
| 序号 | 申报资料 | | | | | 是否齐全 | | 申报条件 | | | | | | | | | | | 是否符合 |
| 1 | 申请报告 | | | | |  | | 独立法人并运营管理本基地，基地成立时间2年以上。 | | | | | | | | | | |  |
| 2 | 法人证书和营业执照副本（复印件） | | | | |  | | 入驻小微企业80家以上； | | | | | | | | | | |  |
| 3 | 上一年度本基地审计报告（含服务收支专项审计情况） | | | | |  | | 从业人员1000以上； | | | | | | | | | | |  |
| 4 | 土地、房屋的不动产权证书（或租赁合同）复印件 | | | | |  | | 专职创服人员8人以上 | | | | | | | | | | |  |
| 5 | 主要管理人员、服务人员和创业辅导师名单及相应的资质证明材料 | | | | |  | | 创业辅导师3人以上 | | | | | | | | | | |  |
| 6 | 开展相关服务的证明材料（通知、照片、总结等） | | | | |  | | 引入或战略合作的外部专业服务机构5家以上 | | | | | | | | | | |  |
| 7 | 在运营管理和推动中小企业成长方面具有示范效应、取得明显成效的证明材料 | | | | |  | | 公益性服务或低收费服务占到总服务量的20%，服务对象满意率达80%以上 | | | | | | | | | | |  |
| 运营条件 | | | | | | | | 有良好的基础设施条件、有满足入驻企业生产经营、创业孵化、业创新的场地和服务场所 | | | | | | | | | | |  |
| 运营主体治理结构完善、内部运营管理体系规范。具有明确的发规划、年度工作计划（包括工作目标、措施等）。 | | | | | | | | | | |  |
| 具有健全的管理制度、完备的创业创新服务流程、收费标准和服务质量监督保证措施。具备清楚明晰的服务台账。 | | | | | | | | | | |  |
| 8 | 符合规划土地、环境保护、安全生产等相关法律法规的证明材料 | | | | |  | | - | | | | | | | | | | | - |
| 9 | 其他证明材料 | | | | |  | |  | | | | | | | | | | |
| 10 | 真实性声明 | | | | |  | |  | | | | | | | | | | |
| 11 | 满意度测评方法 | | | | | □上门拜访 □电话询问 □网络互动 □书面征求 □其他 | | | | | | | | | | | | | |
| 抽样企业名称 | | | 被访人员姓名 | | 职务 | | 联系电话 | | 接受服务内容 | 所接受服务是否符合  企业需求 | | | | 对基地服务的总体评价 | | | | | |
| 很符合 | | 一般 | 不符合 | 很满意 | | | 基本满意 | 不满意 | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
|  | | | |  |  | |  | |  |  | |  |  |  | | |  |  | |
| 企业对基地的具体评价及意见 | | | |  | | | | | | | | | | | | | | | |
| 区级中小企业主管部门实地核查情况简要说明及审核推荐意见 | | | | （盖 章）  年 月 日 | | | | | | | | | | | | | | | |

备注：测评由区级中小企业主管部门组织，随机抽取不少于8家入驻企业参加测评